

MANAGER, HUMAN RESOURCES, HEALTHCARE, & SAFETY

PURPOSE: To perform complex administrative, supervisory, and professional work managing the City's human resources, employee benefits, and safety and training programs.

FUNCTIONAL AREAS:

1. Plan, direct, and evaluate the operations of the human resources division, including recruitment and selection, classification and compensation, benefits, labor relations, training and development, organizational development, affirmative action, and safety and training.
 - * A. Formulate, implement, and review short- and long-term Division policies, objectives, goals, and plans within budgetary constraints.
 - * B. Develop, control, and monitor the Division budget.
 - * C. Establish procedures and carry out activities necessary to monitor and evaluate Division activities for effectiveness, sound fiscal management, and adherence to federal, state, and local legal requirements and Department and City policies.
 - * D. Oversee the implementation and maintenance of an HRIS system.
 - * E. Submit reports and make recommendations to appropriate committees, agencies, and government units.
 - * F. Interpret to the community and public officials the services and objectives of the Division and encourage input, utilization, and support of Division activities.
 - * G. Develop office and reporting procedures and establish and maintain communications within the division.
 - * H. Oversee, monitor, and review work-in-progress within each subdivision and provide direction and assistance with technical and operational problem solving.
 - * I. Interpret employment laws and policies and provide direction to other departments and divisions for compliance with relevant employment law.
 - * J. Lead and participate in labor relations, and provide labor relations advice across the entire organization.
 - K. Advise and make recommendations to City officials on organization and staffing issues.
 - L. Make recommendations on terms of contractual services and agreements and assure their execution.
 - * M. Maintain a body of professional knowledge and expertise necessary to perform all functional areas listed on this job description.
 - * N. Provide liaison with and serve as Acting Secretary to the Civil Service Board, as well as provide direction to other departments and divisions for compliance with Civil Service Code.
 - * O. Administer labor contracts and provide contract interpretation.
 - * P. Counsel, advise and make recommendations to supervisory and managerial personnel on disciplinary actions and grievance process, including drafting of disciplinary documents and grievance responses.
 - * Q. Serve as Chief Administrative Officer's designee for second step grievance responses.

- * R. Negotiate wage rates for new or amended job descriptions in accordance with contract provisions.
2. Participate in contract negotiations.
 - * A. Serve as a member of the contract negotiation team.
 - * B. Serve as a resource for gathering information, analyzing the effects of recommended proposals, and drafting proposed language.
 3. Supervise division staff.
 - * A. Prioritize, assign work and projects, and coordinate schedules of assigned personnel.
 - * B. Effectively recommend the hire, transfer, promotion, discipline, suspension, or discharge of assigned personnel.
 - * C. Establish work standards, provide coaching and feedback, and conduct employee evaluations.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
 - * E. Train personnel in correct and safe methods and procedures as necessary to accomplish their assigned work.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate instructions and information to employees through oral and written communications.
 4. Efficiently manage the City's hospital medical plan, and effectively coordinate the administration of all related matters.
 - * A. Ensure policies and procedures, plan documents, and summary plan descriptions are current and in compliance with all labor contracts and applicable laws.
 - * B. Stay abreast of health care trends, best practices, and cost containment strategies to design, recommend, and implement a health care program that is cost effective for employees, retirees, and the City, and that provides employees and retirees with comprehensive medical benefits which will meet the needs of a changing workforce and social environment.
 - * C. Prepare, arrange for, and provide education and communication on all aspects of the health care program to all participants so that they can use the plans effectively.
 - * D. Serve as the authorized representative for the Retiree Drug Subsidy (RDS) Program through the Center for Medicare Services; ensure that the RDS application is properly prepared and submitted on time, and that all subsequent submissions are made so that the City receives the maximum amount to which it is entitled.
 - * E. Arrange for the services of, and serve as liaison to, health care consultants,

- actuaries, and health care providers as needed to ensure the most effective and efficient operation of the hospital medical plan.
- *_F. Prepare requests for proposals, review proposals, and make recommendations regarding contract award for worker's compensation third party administrator, life insurance carrier and provider of EAP, drug testing and fitness for duty evaluations.
 - * G. Coordinate with worker's compensation third party administrator to ensure efficient handling of claims.
5. Perform related duties as required.
- A. Administer special projects and personnel programs as assigned.
 - B. Attend meetings as required to present information and recommendations.
 - C. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements:

- ◆ A. Bachelor's degree from an accredited college or university with a major in human resources management, public administration, or a related field; AND
- ◆ B. Extensive and progressively responsible professional experience in human resource management, including at least five (5) years of administrative and supervisory responsibility in the areas of selection, compensation, labor relations, benefits, safety, and training and development.

Knowledge Requirements:

- ◆ A. Extensive knowledge of personnel administration and employment laws and policies as related to recruitment and selection practices, classification and compensation procedures, labor relations, affirmative action, benefits, and safety management.
- ◆ B. Extensive knowledge of labor relations, including mediation, arbitration, and fact-finding practices.
- ◆ C. Extensive knowledge of effective management and supervisory practices and organizational development theory and application.
- ◆ D. Extensive knowledge of healthcare programs, policies and procedures.
- ◆ E. Knowledge of the principles and practices of budget development and administration.
- ◆ F. Knowledge of statistics and research methods.
- ◆ G. Knowledge of organizational and management practices as applied to the analysis and evaluation of human resources programs, policies and organizational needs.
- ◆ H. Knowledge of the principles and practices of public personnel

administration, including employee relations.

Skill Requirements:

- ◆ A. Skill in administering all human resources functions.
- ◆ B. Skill in leading, motivating, and coaching others.
- ◆ C. Skill in communicating logically, persuasively, and accurately both orally and in writing to groups and on a one-to-one basis.
- ◆ D. Skill in working in multiple program areas simultaneously.
- ◆ E. Skill in dealing effectively with people at all levels.
- ◆ F. Computer skills, specifically in HRIS, spreadsheet, database and word processing applications.

Ability Requirements:

- ◆ A. Ability to develop effective working relationships with public officials, administrators, union officials, staff, and the general public.
- ◆ B. Ability to work with a large workforce with diverse needs and concerns.
- ◆ C. Ability to analyze and effectively solve problems.
- ◆ D. Ability to analyze and evaluate operations, procedures, and policies.
- ◆ E. Ability to interpret and analyze data and statistics.
- ◆ F. Ability to read and interpret laws, contracts, labor agreements, Civil Service Code, and other employment-related information.
- ◆ G. Ability to plan, organize, assign, coordinate and manage the activities of professional and support staff.
- ◆ H. Ability to attend work on a regular basis.

* Essential functions of the position

◆ Job requirements necessary on the first day of employment

Anlst: JA	Class: 1321	Union: CDSA	Pay: 1115-1140	CSB: 20080506
CC: 20080527	Res: 08-0313R	EEOC: Official/Administrator	EEOF: Admin/Finance	WC: 8810